

PART 4

DEFINITIONS

1. Acquisition. The planning, design, development, testing, contracting, production, introduction, acquisition logistics support, and disposal of systems, equipment, facilities, supplies, or services that are intended for use in or support of military missions.
2. Acquisition Career Program Board. A board comprised of the chairs of Functional Boards and other senior personnel which advises the ASN(RD&A) or DACM, as appropriate, on significant policies and procedures for the acquisition workforce. Membership on the ACPB consists of the chairs of the DON Functional Boards and the chairs of the Command Boards. The ACPB is chaired by the DACM and meets on an ad hoc basis.
3. Acquisition Organizations. Acquisition organizations employ DON acquisition workforce personnel and are delegated the responsibility to administer the DON AWP in accordance with this instruction. Acquisition organizations are:
 - a. ASN(RD&A);
 - b. Chief of Naval Education and Training;
 - c. CNO;
 - d. HQMC;
 - e. Deputy Assistant Secretaries of the Navy and Deputies under the Office of the ASN(RD&A), the Navy International Programs Office, the Naval Information Systems Management Center, and the Naval Center for Cost Analysis;
 - f. Marine Corps Systems Command;
 - g. Military Sealift Command;
 - h. Naval Air Systems Command;
 - i. Naval Computer and Telecommunications Command;
 - j. Naval Facilities Engineering Command;

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- k. Naval Medical Logistics Command;
- l. Naval Reserve Force;
- m. Naval Sea Systems Command;
- n. Naval Supply Systems Command;
- o. Office of Naval Research;
- p. PEO and DRPM organizations;
- q. Space and Naval Warfare Systems Command;
- r. U.S. Atlantic Fleet;
- s. U.S. Naval Forces, Europe;
- t. U.S. Pacific Fleet;
- u. U.S. Special Operations Command;
- v. Any other Echelon 1 or 2 organization not specifically designated above which contains acquisition positions; and
- w. Any other organization specifically designated by the DACM as an acquisition organization.

4. Acquisition Position Categories. Acquisition position categories are functional subsets of acquisition positions. The 13 acquisition position categories used in DON are listed in (a) through (m) below:

- a. Acquisition Logistics;
- b. Business, Cost Estimating and Financial Management;
- c. Communications-Computer Systems;
- d. Contracting (to include contracting for construction);
- e. Industrial Property Management;
- f. Manufacturing and Production;

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- g. Quality Assurance;
- h. Program Management;
- i. Purchasing;
- j. Systems Planning, Research, Development and Engineering;
- k. Test and Evaluation Engineering;

l. Program Management Oversight (Note: this is a position category, not a career field. This position category is reserved for positions at the GS-15 or O6 level or higher located within the ASN(RD&A) organization.); and

m. Education, Training and Career Development (Note: this is a position category, not a career field.)

5. Acquisition Positions. Acquisition positions are designated civilian positions and active and reserve military billets in the DON acquisition system which have acquisition duties and fall in established acquisition position categories. Included within the total DON acquisition position structure are two subsets of acquisition positions: CAPs and non-CAPs.

6. Acquisition Professional Community. The APC is a subset of the DON acquisition workforce. It is composed of selected military and civilian personnel in the grade of O-4 and senior and GS-13 and above, including comparable demonstration project personnel, who are acquisition professionals. DAWIA and DOD regulations refer to this community as the "Acquisition Corps."

7. Acquisition Professional Community Selection Standards. APC selection standards are the qualifications needed to become a member of the APC. They include specific grade, education, training, and experience requirements. APC selection standards are listed in references (a) and (c).

8. Acquisition Workforce. The acquisition workforce consists of permanent civilian employees and military members who occupy acquisition positions, Navy military personnel with an acquisition AOD, Marine Corps military personnel with an acquisition MOS, and members of the APC. Executive Level, Federal Wage System, Nonappropriated Fund, foreign national, and third country national employees are not members of the acquisition workforce.

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9. Acquisition Workforce Oversight Council. A committee which advises and supports the ASN(RD&A) in the oversight and evaluation of the acquisition workforce and which advises on the assignment of personnel to certain senior CAPs.

10. Career Field. One or more occupations that require similar knowledge and skills. There are 10 acquisition career fields within the DON. The acquisition position category determines the acquisition workforce member's primary career field except for two acquisition position categories: Program Management Oversight and Education, Training and Career Development. Acquisition workforce members occupying positions in Program Management Oversight or Education, Training and Career Development must have a primary acquisition career field based on their job requirements and background. The 10 DON career fields are:

- a. Acquisition Logistics;
 - b. Business, Cost Estimating and Financial Management;
 - c. Communications-Computer Systems;
 - d. Contracting (to include contracting for construction);
 - e. Industrial Property Management;
 - f. Manufacturing, Production and Quality Assurance;
 - g. Program Management;
 - h. Purchasing;
 - i. Systems Planning, Research, Development and Engineering;
- and
- j. Test and Evaluation Engineering.

11. Career Levels. Each acquisition career field is divided into three levels for purposes of establishing certification standards. All acquisition positions have been assigned to one of these three levels; the level is determined by the grade of the position (demonstration project acquisition position career levels equate to the comparable GS grade). Except for the Purchasing career field, these three levels are: level I (GS-5/8

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and military O-1/3); level II (GS-9/12 and military O-4); and level III (GS-13 and above and military O-5 and senior). The certification levels for the Purchasing career field are: level I (GS-5 and E-4/5); level II (GS-6/8 and E-6/8); and level III (GS-9 and E-9).

12. Certain Senior Critical Acquisition Positions. Certain senior critical acquisition positions are PEO, DPEO, DRPM, DDRPM, ACAT I PM and DPM, ACAT II PM and DPM, and other key acquisition positions identified in part 1, chapter VIII. Assignments to these positions are centrally managed.

13. Certification. Certification is the process by which an authorized official determines that a workforce member meets the mandatory education, training, and experience standards for a certification level in an acquisition career field.

14. Certification Standards. Certification standards are the mandatory education, training, and experience standards required by DOD for a career level in an acquisition career field.

15. Command Boards. Command boards are subsets of the ACPB and are comprised of representatives from the larger acquisition organizations. They recommend career management provisions, provide advice on the AWP, and perform other duties within their command as appropriate. The chair of each of the Command Boards represents the command at ACPB meetings.

16. Contracting Officer. As used in this instruction, a contracting officer is a person who has the authority to award or administer a contract above the small purchase threshold. The term "warranted contracting officer" encompasses persons having the authority to award or administer contracts above the small purchase threshold.

17. Contracting Positions. Contracting positions consist of three subsets: contracting officers who have authority to award or administer a contract above the small purchase threshold, the GS-1102 series (and comparable military), and SCOs.

18. Critical Acquisition Position. A CAP is any acquisition position required to be filled by an employee in the grade of GS-14 or above, or military grade O-5 or above.

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19. Functional Boards. Functional Boards are subsets of the ACPB and are comprised of experts in each of the acquisition functional areas. They assist in the identification of common community issues and recommend education and training requirements, intern program requirements and funding levels. DON Functional Board chairs serve as DON representatives on the respective DOD Functional Boards. DON Functional Board chairs also represent the Functional Board at ACPB meetings.

20. Non-Critical Acquisition Position. Any acquisition position other than a CAP.

21. Primary Career Field. The primary career field is the career field in which a workforce member must attain certification. Except for the Program Management Oversight and Education, Training and Career Development career fields, the primary career field is the same as the category of the workforce member's current acquisition position.

22. Quantitative Methods. Quantitative methods is one of the disciplines that may be credited toward meeting part of the education requirement for APC membership, GS-1102 positions, and warrant authority above the small purchase threshold. Quantitative methods courses are those courses in mathematics applied to business and management such as statistics, operations research, and mathematics normally taught in schools of business or management. Pure mathematics, e.g., calculus and differential equations, should not be considered quantitative methods courses.

23. Significant Potential for Advancement. "Significant potential for advancement" means the potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.

24. Statutory Requirements. Statutory requirements are those requirements established by law for specific acquisition positions, i.e., CAPs, contracting positions, ACAT I and II PM and DPM positions, PEO positions, SCO positions, and flag officers, general officers, and SES members assigned to acquisition workforce positions.

25. Subsidiary Career Fields. Subsidiary career fields are career fields other than the members' primary career field.

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26. Tenure. Tenure is the period of time that an incumbent of a CAP is obligated to remain in that CAP.

27. Tenure Agreement. A tenure agreement is a written agreement executed by a CAP selectee to remain in that position for a specified period of time.

28. Waiver. A waiver is an approval to incumber an acquisition position, hold a warrant above the small purchase threshold, and/or enter the APC without meeting all of the AWP requirements.